

# FY 2004 CAPITAL BUDGET

## *Submission Checklist*

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### Capital Budget Request by October 15, 2002:

X	♦ Transmittal cover letter signed by Agency Head
X	♦ Project Summary Chart of projects
X	♦ Capital project descriptions for each requested project
N/A	♦ Land Use Supplemental Questionnaire (for new projects only)
X	♦ Electronic submission by October 15, 2002.
X	♦ <i>Electronic submission of Fiscal Year 2004, Fiscal Year 2005 and Fiscal Year 2006 Project Lists</i>

<b>Capital Budget Request Distribution (original plus six bound hard copies)</b>
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The Honorable Jennifer W. Davis Office of the Budget D570E Thomas Collins Building, Suite 5 Dover, DE 19901	1 original w/cover transmittal letter signed by agency head and 3 hard copies
The Honorable Gloria Wernicki Homer Secretary, Department of Administrative Services Margaret O'Neill Bldg. D340A Dover, DE 19901	1 hard copy (bound)
Mark Headd Department of Technology and Information William Penn Bldg. D410 Dover, DE 19904	1 hard copy (bound)
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<u><a href="mailto:Jenifer.Vaughn@state.de.us">Jenifer.Vaughn@state.de.us</a></u>	1 electronic copy (email attachment)

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